KEY ✓

INTEGRATED OFFICE APPLICATIONS

(215)

REGIONAL – 2020

Job 1: Spreadsheet   _____ (160 points)

Job 2: PowerPoint   _____ (170 points)

Job 3: Memo/Chart   _____ (140 points)

TOTAL POINTS   _____ *(470 points)*

Failure to adhere to any of the following rules will result in disqualification:

1. **Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.**
2. **No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.**
3. **Electronic devices will be monitored according to ACT standards.**

No more than ten (10) minutes orientation
No more than ninety (90) minutes testing time
No more than ten (10) minutes wrap-up

GENERAL INSTRUCTIONS

1. Make certain this test booklet contains the Jobs 1-3.

2. Key all jobs according to the instructions given.

3. Correct any obvious keyboarding errors and incorporate any editing notations.

4. Correct any errors in formatting. Use formatting shown in the *Style & Reference Manual*.

5. For any problem where you would normally key your reference initials, key your contestant number. Your name or initials should *not* appear on any work you submit.

6. Key your contestant number and job number as the footer in the lower left-hand corner of <u>all</u> work submitted unless otherwise specified.

Example:
99-9999-9999 Job 1

7. If you finish before the end of the testing time, notify the proctor. Time may be a factor in determining a winner when there is a tie score.

8. When turning in your materials, place your scoring sheet on top of your jobs. The jobs should be arranged in numerical order. Turn in all partial jobs completed

Production Standards	
0 Errors	100 points
1 Error	90 points
2 Errors	70 points
3 Errors	50 points
4+ Errors	0 points

KEY ✓

Job 1 – Spreadsheet	Possible Points	Points Awarded
Data inputted correctly (follows production standards) 0 errors - 100 points, 1 error - 90 points, 2 errors - 70 points, 3 errors – 50 points, 4+ errors – 0 points	100	
Landscape Orientation (All data fits to one page)	10	
Column Titles formatted correctly in A1 & A2	10	
Column Titles formatted correctly in A3	10	
Correct Formula visible for Remaining Hours	10	
Correct Formula visible for Percentage of Hours Remaining	10	
Contestant Number and Job # in footer	10	
Job 1 Total	**160**	
Job 2 – PowerPoint	Possible Points	Points Awarded
Data inputted correctly (follows production standards) 0 errors - 100 points, 1 error - 90 points, 2 errors - 70 points, 3 errors – 50 points, 4+ errors – 0 points	100	
Correctly changed theme to Quotable	10	
Font Style Franklin Gothic applied	10	
Volunteering image placed on Title Slide Master	10	
Insert filtered spreadsheet and High Five image correctly on slide 2	10	
Insert images correctly on slides 3 and 5	10	
Printed in Handout View (6 Slides Horizontal)	10	
Contestant Number and Job # in presentation footer	10	
Job 2 Total	**170**	
Job 3 – Memo/Table	Possible Points	Points Awarded
Memo (follows production standards) 0 errors - 100 points, 1 error - 90 points, 2 errors - 70 points, 3 errors – 50 points, 4+ errors – 0 points	100	
Create and format Pie Chart correctly	10	
Pie Chart inserted in letter correctly	10	
Contestant Number and Job # in footer	10	
Memo printed	10	
Job 3 Total	**140**	
TOTAL	**470**	

KEY ✓

GROUP: Professional Business Associcates
GOAL: New Employee Volunteer Hours 2020-2021

Goal Hours	25					
FIRST NAME	**LAST NAME**	**Employee ID**	**CLAIMED HOURS**	**VERIFIED HOURS**	**APPROVED HOURS**	**REMAINING HOURS**	**Percentage of Hours Remaining**
Zach	Morgan	23309	38	38	38	=IF($B$3-F6<0,0,$B$3-F6)	=G6/$B$3
Avyay	Levy	23411	19	19	19	=IF($B$3-F7<0,0,$B$3-F7)	=G7/$B$3
Diego	DeLaRosa	23442	19.5	19.5	19.5	=IF($B$3-F8<0,0,$B$3-F8)	=G8/$B$3
Noah	Comenat	23449	15	15	15	=IF($B$3-F9<0,0,$B$3-F9)	=G9/$B$3
Abigail	Ranney	23930	18.5	18.5	18.5	=IF($B$3-F10<0,0,$B$3-F10)	=G10/$B$3
Nicholas	Bilic	27492	21.5	21.5	21.5	=IF($B$3-F11<0,0,$B$3-F11)	=G11/$B$3
Pat	Huff	35521	15	15	15	=IF($B$3-F12<0,0,$B$3-F12)	=G12/$B$3
Mihir	Kanaujia	37261	62	62	62	=IF($B$3-F13<0,0,$B$3-F13)	=G13/$B$3
Ethan	Bambi	38752	27.5	27.5	27.5	=IF($B$3-F14<0,0,$B$3-F14)	=G14/$B$3
Shishir	Maza	39103	63.5	63.5	63.5	=IF($B$3-F15<0,0,$B$3-F15)	=G15/$B$3
Julia	Pitts	43223	15	15	15	=IF($B$3-F16<0,0,$B$3-F16)	=G16/$B$3
Snehal	Burnt	45949	9	9	9	=IF($B$3-F17<0,0,$B$3-F17)	=G17/$B$3
Meghana	Jones	48392	18	18	18	=IF($B$3-F18<0,0,$B$3-F18)	=G18/$B$3
Ethan	Thomas	49092	17	15.5	17	=IF($B$3-F19<0,0,$B$3-F19)	=G19/$B$3
Luke	Skarnulis	49202	15	15	15	=IF($B$3-F20<0,0,$B$3-F20)	=G20/$B$3
Justin	Song	49202	21	21	21	=IF($B$3-F21<0,0,$B$3-F21)	=G21/$B$3
Nikith	Rachaveti	49422	6.5	6.5	6.5	=IF($B$3-F22<0,0,$B$3-F22)	=G22/$B$3
Brooke	Ingle	63322	28	28	28	=IF($B$3-F23<0,0,$B$3-F23)	=G23/$B$3
Maeve	Jones	70455	3.5	3.5	3.5	=IF($B$3-F24<0,0,$B$3-F24)	=G24/$B$3
Nicholas	Jones	77543	13	9	9	=IF($B$3-F25<0,0,$B$3-F25)	=G25/$B$3
Jolene	Patel	78372	6	6	6	=IF($B$3-F26<0,0,$B$3-F26)	=G26/$B$3
Luka	Barker	83672	14.5	13.5	13.5	=IF($B$3-F27<0,0,$B$3-F27)	=G27/$B$3
Casey	Madisetty	89330	18.5	17	17	=IF($B$3-F28<0,0,$B$3-F28)	=G28/$B$3
Sai Tanuj	Pingili	94202	19	19	19	=IF($B$3-F29<0,0,$B$3-F29)	=G29/$B$3
Suhas	Sanchez	99282	15	15	15	=IF($B$3-F30<0,0,$B$3-F30)	=G30/$B$3

GRADERS NOTE:

Formulas may differ, accept any formula that produces the correct results and illustrates competency.

Professional Business Associates

Volunteer Hours Report

Contestant # Job 2

New Employee Volunteer Hours

The following Professional Business Associates New Employees completed all 25 hours of community service within the first 6 months of employment:

FIRST NAME	LAST NAME	APPROVED HOURS
Shishir	Maza	63.5
Mihir	Kanaujia	62
Zach	Morgan	38
Brooke	Ingle	28
Ethan	Bambi	27.5

Contestant # Job 2

Benefits of Volunteering

O 4 Ways To Feel Healthier And Happier:
O Volunteering connects you to others
O Volunteering is good for your mind and body
O Volunteering can advance your career
O Volunteering brings fun and fulfillment to your life

Contestant # Job 2

Volunteer Places

O Our new employees volunteered at the following places:
  O Habit for Humanity
  O Feed America
  O Animal Shelter
  O Local Food Pantry
  O Trash Pickup
  O Make A Wish

Contestant # Job 2

Proposal

O Expand the program for all departments to complete 25 hours of community service this upcoming 2021.
O Employees can volunteer anyplace they see fit but are encouraged to volunteer in groups.
O Employees that volunteer in groups can receive extra vacation days in order to work together.

Contestant # Job 2

Why Expand The Volunteer Program?

O If you have been a PBA customer for 10 years, you get to choose between these two vacation destinations.

O Creating a culture of volunteerism within your company doesn't just help others, it also helps your organization, new research finds.

O A study from Deloitte revealed that employers who encourage and promote volunteering boost morale, workplace atmosphere and brand perception.
  O Brooks, Chad. "Want a Better Workplace? Encourage Employees to Volunteer." Business News Daily. 12 June 2017. 13 Apr. 2020 <https://www.businessnewsdaily.com/10007-encourage-employee-volunteer-work.html>.

Contestant # Job 2

Job 3: Memo with Chart

MEMORANDUM

TO: Nancy Wells, CEO

FROM: Roger Meyer, Marketing Department

DATE: CURRENT DATE

SUBJECT: Company Volunteer Program

Please let me know your thoughts on this memo before it is drafted for all Professional Business Associates employees.

We would like to announce that the Employee Volunteer Program is being expanded to all departments. The reasoning behind expanding the program deals with all the research that has gone into studying what happens when you volunteer. A study from Deloitte revealed that employers who encourage and promote volunteering boost morale, workplace atmosphere and brand perception. Brooks, Chad. "Want a Better Workplace? Encourage Employees to Volunteer." Business News Daily. 12 June 2017. 13 Apr. 2020 <https://www.businessnewsdaily.com/10007-encourage-employee-volunteer-work.html>.
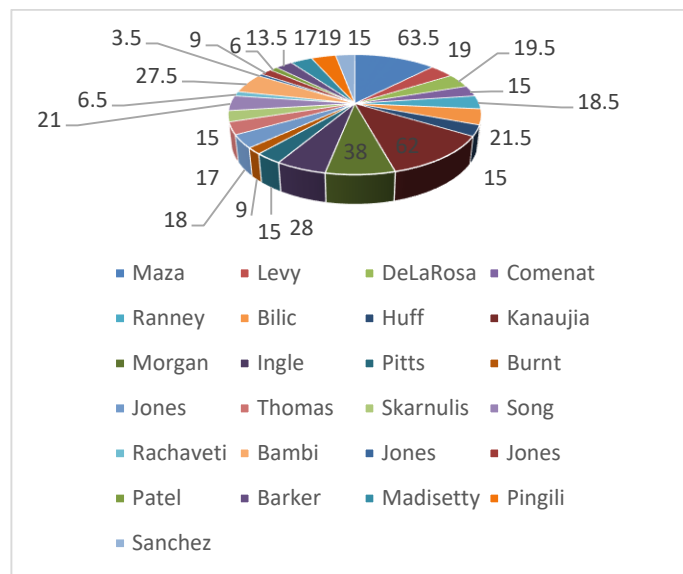
The goal for next year will be to expand the program for all departments to complete 25 hours of community service this upcoming 2021. Employees can volunteer anyplace they see fit but are encouraged to volunteer in groups. Employees that volunteer in groups can receive extra vacation days in order to work together.

Thank you for your time and attention to this matter.

Contestant #